

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Availability of Grant Funds**



**Coronavirus Emergency Supplemental  
Funding Program**

*For Local Municipal POLICE and FIRE Departments*

**Charles Baker  
Governor**

**Karyn Polito  
Lieutenant Governor**

**Thomas Turco  
Secretary**

**Kevin Stanton  
Executive Director**

Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants & Research

**Coronavirus Emergency Supplemental Funding Program**  
**Availability of Grant Funds**

**Local Municipal Grant Opportunity**  
**Due: Friday, July 10, 2020**

**Introduction**

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately **\$4,000,000** in federal **Coronavirus Emergency Supplemental Funding (CESF)** received from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA). These funds are being made available for local municipalities that did not receive a direct FFY2020 CESF Program grant award from BJA. Please refer to Appendix A for a complete list of ineligible municipalities.

Municipalities may solicit up to **\$50,000 in total funding** to benefit their **Police and/or Fire Department** needs. An applicant may direct all funding (up to \$50,000) to their local Fire Department, all to their local Police Department or direct funding toward both, but again, an application request may **NOT** exceed \$50,000 in total funding being requested per municipality. All funding requested must show a direct nexus to preventing, preparing for, and/or responding to the Coronavirus. Due to limited funding, priority will be given to Municipalities/Departments proving greatest need **AND** proposing most cost-effective use of funds that will greatly enhance overall police and/or fire personnel and community safety.

**Applicant Eligibility**

Only a **local Massachusetts municipality** (local unit of government) that did **NOT** receive a direct CESF Program award from BJA is eligible to apply for funding that will assist their **Police and/or Fire Department(s)** needs with respect to addressing the Coronavirus pandemic. The Chief Executive Officer (Mayor, City Manager, or Town Administrator) must sign and date the application being submitted. Applications received without the required signature will be deemed invalid and will **NOT** be considered for an award. Further guidance on application completion and submission can be found in the **How to Apply/Application Requirements** section, on page 9.

**Federal Award Background-CFDA # 16.034**

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act, or CARES Act, a \$2 trillion stimulus package meant to stabilize the national economy and respond to impacts from the Coronavirus. The Act provides \$850 million for the CESF Program through the Byrne Justice Assistance Grant (Byrne JAG) formula to states and localities "to prevent, prepare for, and respond to Coronavirus, domestically and internationally..." in state and local justice systems. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

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## I. Important Highlights

### **Key Dates**

**Application Posted: On or about Wednesday, June 17, 2020**

**Applications Due: Friday, July 10, 2020 by 4:00 pm.**

**Anticipated Award Announcements: On or about Monday, August 3, 2020**

**Anticipated Grant Award Period: September 1, 2020 -August 31, 2021**

### **Purpose**

This grant opportunity is designed to address a municipality’s police and/or fire department’s greatest need(s) with respect to preventing, preparing for, and/or responding to the Coronavirus.

The Coronavirus has and continues to cause our cities and towns to face extraordinary new challenges with very limited resources. Police and Fire personnel serving on the front line while in the midst of a global pandemic continue to perform their duties with the upmost integrity, skill and dedication. EOPSS and OGR believe it is imperative that the Commonwealth continue do all that it can to outfit our officers and firefighters with the latest technology and personal protective equipment (PPE) type resources currently available to not only protect the residents of our local municipalities but to do all that we can to protect those who protect and serve us each and every day.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals that seek to address the identified public safety gaps and remedy the critical safety needs that enhance protection and safety against the Coronavirus for our local law enforcement officers, firefighters and the communities they serve.

### **Allowable Budget Costs**

A local municipality may apply for up to **\$50,000.00** in funding to address their police and fire Coronavirus related needs. The Mayor/City Manager/Town Administrator for each municipality must determine whether applications for funding will be submitted for their police and/or fire, and how much will be appropriated to the respective department (without exceeding the total \$50,000 maximum award allowed for a municipality).

The following are *some examples* of the types of purchases allowable under this application process:

- Overtime directly resulting from/relating to addressing the Coronavirus (only sworn uniform personnel are eligible for OT);
- Travel (costs related to in state travel such as mileage reimbursement) for pandemic meetings or costs associated with the renting of a vehicle used for transporting goods and supplies to areas impacted to combat the spread of the Coronavirus;
- Personal Protective Equipment and gear (includes gloves, masks, biohazard protection suits, washable uniforms, proper footwear, etc.);
- Equipment and technology type items for law enforcement and fire department personnel (must have a nexus included showing how such items will be used to address the pandemic);
- Coronavirus testing costs related to any police and fire personnel;
- Training; and
- Hiring of outside vendor(s) for deep clean/sanitizing of departments to prevent the spread of the virus.

*Please make sure any costs are thoroughly explained in regard to how they will assist with preventing, preparing for, and/or responding to the Coronavirus. Please do not assume that the peer reviewers will automatically understand how the items being requested directly correlate to the purpose of this funding opportunity.*

**Interoperable Communications** – Grantees that are using funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) must ensure:

- Compliance with the *FY 2014 SAFECOM Guidance on Emergency Communications Grants* (including provisions on technical standards that ensure and enhance interoperable communications); and
- Adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band.

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this grant. Grantees shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <https://it.ojp.gov/GSP> Grantees shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

#### **Additional Interoperable Communications Compliance Requirements**

Applications that request funds for *interoperable communications components*, such as the purchase of radios, or other communication system components are subject to an additional approval process per **Massachusetts Executive Order 493**, by the **Statewide Interoperability Executive Committee (SIEC)** or a representative thereof.

In order to receive approval to utilize funds for *interoperable communications components*, a department **must also complete** and submit an additional document called “**Interoperable Communications Investment Proposal**” (ICIP) as part of this application process. The ICIP form is **Attachment D**.

### **Unallowable Budget Costs**

CESF Program awards cannot be used for non-Coronavirus related expenses. If there are other state or federal funds your municipality has received or been awarded for this same purpose, a municipality must solicit other goods and services needed under this grant competition to avoid supplanting. **Supplanting of funds is strictly prohibited.**

Additionally, for the purposes of this application, funds may **NOT** be used for any of the following:

- Personnel salary or benefits;
- Standard firearms or ammunition;
- Construction (but will allow for minor reconfiguration for office related costs pertaining to enhancing social distancing within police and fire departments);
- Purchasing of vehicles, vessels or aircraft including unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV);
- Food and beverages; and
- Any extended warranty costs that goes above and beyond the cost of the item after the contract end date.

## **II. Grant Compliance Details**

### **Fund Disbursement**

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

### **Subgrantee Requirements**

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

#### **1. Grants Management**

- All subrecipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

- All subrecipients of funds must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at <https://sam.gov/portal/SAM/##11> If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at the above address. IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive a CESF Program grant award along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions if required of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other federal, state or local funding sources.
- All costs paid with grant funds must be direct and specific to preventing, preparing for, and/or responding to the Coronavirus.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

## 2. *Procurement*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the CESF Program award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

## 3. *Other Requirements*



- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by OGR prior to contracting.
- Units of local government and non-profit subrecipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133  
[https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133\\_revised\\_2007.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133_revised_2007.pdf) OGR's local government and non-profit subrecipients will be required to submit an A-133 summary to OGR annually upon request.
- In accordance with civil rights laws and regulations, all subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEO). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- All subrecipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEO Requirement, Section B- Declaration Claiming Exemption from the EEO Submission Requirement and certifying that an EEO is on File for Review or Section C-Declaration Claiming EEO Submission Requirement. Some sub-recipients may be required to submit their EEO or EEO Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEO, or EEO Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for "grassroots" campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.
- All Subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

#### 4. *Equipment and Technology*

- Equipment acquired with Federal funds shall be used and managed to ensure that the equipment is used for its intended purpose.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC Bill# 789, et seq., Section 808, requires that the title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or non-profit organization that purchased the property, if it provides

written certification to the State office that it will use the property for criminal justice purposes. If such written certification is not made, title to the property shall vest in the State office, which shall seek to have the equipment and supplies used for criminal justice purposes elsewhere in the State prior to using it or disposing of it in any other manner.

- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for the purposes as outlined in this application.
- When equipment is no longer needed, a State shall dispose of equipment (for both the State and sub-recipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the OGR.

#### *5. Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

Office of the Inspector General  
John W. McCormack State Office Bldg.  
One Ashburton Pl, Room 1311  
Boston, MA 02108  
1 800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)



### III. How to Apply/ Application Requirements

*The Application Template AND Budget Excel Worksheet Form (separate document) must be completed as outlined in the following section. Applications mailed without original signatures from the Municipal Authorizing Official will be considered invalid and may not be reviewed for funding.*

If a municipality chooses to request funding for both police *and* fire, **two separate applications must be completed as instructed**. Applicants will be required to select which department (police or fire) the application is for at the top of **Attachment A**.

If a municipality chooses to request funding for only one department (police *or* fire), only one application will need to be completed and submitted as instructed. Applicants will be required to select what department (police or fire) the application is for at the top of **Attachment A**.

#### Section I. Application Template (**Attachment A**), Applicant Information

Please complete each of the following sections pertaining to the program.

##### Application Template Cover Page

Please complete all fields on the Application Template Cover Page. It is important that we have the appropriate contact information for all relevant individuals from a department seeking a grant award.

##### Amount of Funds Requested

Indicate the exact amount of federal funds being requested. The maximum amount allowed is \$50,000.00 per local municipality. If you are submitting an application for both fire and another for police, please indicate the total amount requested for fire on their application and total amount for police on the other application. **The total of both requests combined may NOT exceed \$50,000/municipality.**

##### Project Summary

Briefly summarize the proposed program. Space is limited (250 characters) so please be as concise as possible.

##### Signature Page

Applications submitted must be signed by the Chief Executive Officer of the City or Town requesting funding.

##### Statewide Interoperability Interoperable Communications Investment Proposal (ICIP)

Indicate if the application submitted includes the purchase of any interoperable communication type items. If "yes", please complete an ICIP form (Attachment D). Note that such equipment requests will be subject to an additional review and approval by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.

## **Section II. Application Template (Attachment A) Continued, Narrative Section**

The Application Template Narrative is comprised of two sections: Needs Assessment and Project Description.

### **Needs Assessment (2 page limit)**

At a minimum, the needs assessment should address the following:

- Provide a description of the applicant community, including population size, number of confirmed Coronavirus cases to date, and describe the make-up of the law enforcement or fire department associated with the request to benefit from this application (include # of staff, etc.).
- Describe in detail the current unmet needs as they relate to the prevention, preparation for and response to the Coronavirus. Discuss any financial hardships (budget cuts or constraints). Also include relevant statistical and/or anecdotal evidence whenever possible. Such as any increase in the Coronavirus cases and/or hospitalizations in the area or other info you feel will help prove need for these funds.
- The sources or methods used for assessing the problem should also be described. For example, recommendations provided from the Massachusetts Department of Public Health.
- Describe any negative effect, potential consequences or impact against the department and/or community as a result of not having the items being requested.

***Helpful Hint:** The peer reviewers will prioritize funding for municipalities that clearly explain, justify and prove real need for all items being requested. Small and large departments may have great need but often fail to provide specific data and detail proving that need actually exists by the municipality requesting the award.*

### **Project Description (2 page limit)**

Applicants must thoroughly describe the goods to be purchased. The following should be addressed when completing this section:

- Clearly describe each of the items to be requested (Overtime, Personal Protective Equipment (PPE) and other related services) and how this request will assist the police or fire department in preventing, preparing for and responding to Coronavirus. Do not assume that the reviewer knows the equipment or services being requested or understands the real benefit to the police or fire department and/or community.
- Discuss how such purchase(s) directly correlate to the needs assessment provided.
- Cite any local procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor.
- Describe the expected benefit (outcome) for the police or fire department and/or community as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating your request for funding.

### Section III. Budget Excel Worksheet Form (Separate Excel Document – Attachment B)

The Budget Excel Worksheet is a separate Excel document form (**Attachment B**) and should outline the Project Description previously completed to itemize the purchases/costs as described in this application. Applicants may submit a budget for *up to* approximately twelve months of funding. Please be sure to complete both (Excel tabs) the Summary tab and Detail Worksheet tab and submit this document as a separate excel attachment with your Application Template (fillable PDF) response. Please refer to the Allowable Budget cost Categories (below) when completing the Budget Excel Worksheet.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Overtime	<ul style="list-style-type: none"><li>Overtime directly resulting from/relating to addressing the Coronavirus (only sworn uniform personnel are eligible for OT).</li></ul>
Consultants/ Contract Costs	<ul style="list-style-type: none"><li>Consultant or Contractor fees associated with the prevention, preparation and response to Coronavirus. For example, a consultant might be hired by the department to train sworn personnel how to respond to Coronavirus-related incidents.</li><li>The maximum <b>rate for consultants is \$650</b> for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. This rate is the exception not the rule.</li></ul>
Travel	<ul style="list-style-type: none"><li>Costs related to mileage reimbursement or renting of vehicle to transport goods and supplies to those in need to combat the spread of the Coronavirus.</li></ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"><li>Law enforcement and fire department protective equipment utilized to protect against the spread of Coronavirus. For example, gloves, masks, gowns and hand sanitizer.</li></ul>
Equipment and Technology	<ul style="list-style-type: none"><li>Non –expendable items that are to be purchased. For example, digital thermometers and interoperable communications equipment.</li></ul>
Other Costs	<ul style="list-style-type: none"><li>Costs listed in this category may include direct costs relevant to the proposed project that cannot be listed within the aforementioned cost categories. For example, Coronavirus testing supplies, ink or paper for a printer, batteries for communication device, etc.</li></ul>

### OGR OVERTIME POLICY

State and local first responders that are eligible through their department for overtime costs (and preapproved by OGR) may be reimbursed for overtime costs related to grant-funded activities ONLY.

Overtime hours being charged against a federal grant award provided by OGR may only seek reimbursement for actual hours worked regardless of union contract rules. For example, an officer working two hours of overtime on a federally funded project awarded by OGR is prohibited from charging the grant award for 4 hours of overtime due to a union contract. A department that must allow for this will need to cover the remaining 2 hours of overtime from their own state or local budget. Departments found violating this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

### **Definitions**

For this policy, definitions for the key terms referenced within are listed below:

- *Overtime*- Expenses limited to the additional costs that result from state and local first responders such as sworn law enforcement personnel working over and above their weekly full-time/part-time schedule as a direct result of their performance of approved activities related to the project receiving federal funding.
- *Subrecipient*- An entity receiving a grant award from OGR.
- *Sworn Uniform Personnel*- State or local (uniform) law enforcement and firefighter personnel.

If awarded to utilize grant funding for overtime costs, OGR staff will provide additional criteria and reporting forms needed at the time an award is made to justify and support such reimbursement costs being charged against the grant.

## **Section IV. Application Submission and Award Process**

### **Submission Process and Deadline**

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other documents: (**Hard Copy** and **Electronic**).

*This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/service-details/justice-and-prevention-grants>

#### ***Hard Copy Submission***

Due to the Coronavirus, in-person deliveries will not be permitted or accepted. Please use FedEx, USPS or UPS when submitting the CESF applications to OGR.

Applicants must submit **one signed original** and **three copies** of:

- **Attachment A:** Completed and Signed Application Template
- **Attachment B:** Budget Excel Worksheet Form (Summary and Details sheets)
- **Attachment C:** Authorized Signatory Listing Form
- **Attachment D:** Interoperable Communications Investment Proposal (ICIP)

*You must complete **Attachment D** and submit the **ICIP form** with your required hard copy documents **ONLY** if you are requesting funds for interoperable communication types of equipment.*

The signed and completed Application Template and other required documents must be submitted to OGR by **Friday, July 10, 2020 by 4:00 p.m.** **Electronic submissions will need to be submitted on or before the deadline and hard copy submissions will need to be post marked no later than the deadline date.** Under no circumstances will late submittals or facsimiles be accepted. A signed (original signature) proposal and 3 copies must be mailed to the:

**Executive Office of Public Safety and Security  
Office of Grants and Research  
Ten Park Plaza, Suite 3720A  
Boston, MA 02116-3933  
Attention: Maria Soto-Santa, Special Projects Coordinator**

### **Electronic (e-mail) Submission**

Applicants must submit:

- **One (1) complete Attachment A:** Application Template document electronically (Electronic Signatures are not necessary) as a PDF – not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>.

Applicants must also submit electronically:

- **One (1) Attachment B:** Budget Excel Worksheet (Roll Up and Detail sheets). The Excel version of the Roll Up and Detail sheets (**not** a PDF – and **not** a scan) must be emailed.

Please email Attachment A as a PDF-not a scan and email Attachment B as an Excel document, along with any other required additional forms to: [Maria.Soto-Santa@mass.gov](mailto:Maria.Soto-Santa@mass.gov) **no later than 4:00pm on Friday, July 10, 2020.**

### **Review Process**

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information (20 points);
- Use of data to demonstrate need and describe how requested equipment/services addresses the stated need (25 points);
- A narrative that clearly describes the items to be purchased, shows a direct correlation to addressing the Coronavirus and benefits to the department and/or community (30 points); and
- A detailed, reasonable and cost-effective budget (25 points).

### **Notification of Awards**

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that the CESF grant awards will be announced on or about August 3, 2020.

If more than \$4M in total requests are received for this competition, EOPSS and OGR reserve the right to award additional proposals recommended for funding by the peer reviewers if other funds are identified from this funding stream or other relevant funding source(s) provided by the state or federal government.

## Section V. Proposal Check List

### Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*.
- ☐ Completed Application Template (**Attachment A**) signed and dated by the Chief Executive Officer of the Municipality (Mayor, City Manager, or Town Administrator) in [Blue Ink](#).
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Authorized Signatory Listing Form (**Attachment C**) in [Blue Ink](#).
- ☐ If applicable, an Interoperable Communications Investment Proposal (ICIP) form (**Attachment D**) [Blue Ink](#) and included with your application packet.
- ☐ **One signed original and three copies** of all the application documents.

### Electronic Application Elements and Required Attachments:

- ☐ **Attachment A**: Completed Application Template
- ☐ **Attachment B**: Budget Excel Worksheet Form (Roll Up and Detail sheets)
- ☐ Please email **Attachment A** as a PDF-not a scanned document and **Attachment B** as an Excel document to: [Maria.Soto-Santa@mass.gov](mailto:Maria.Soto-Santa@mass.gov) **no later than 4:00pm on Friday, July 10, 2020.**

If you have any questions regarding this application, please email: [Maria.Soto-Santa@mass.gov](mailto:Maria.Soto-Santa@mass.gov)



## Appendix A

**THE FOLLOWING CITIES/TOWNS ARE NOT ELIGIBLE TO APPLY FOR THIS GRANT OPPORTUNITY:**

BOSTON
BROCKTON
CAMBRIDGE
CHELSEA
CHICOPEE
EVERETT
FALL RIVER
FALMOUTH
FITCHBURG
FRAMINGHAM
GARDNER
HAVERHILL
HOLYOKE
LAWRENCE
LEOMINSTER
LOWELL
LYNN
MALDEN
MARLBOROUGH
NEW BEDFORD
NORTH ADAMS
NORTHAMPTON
PEABODY
PITTSFIELD
PLYMOUTH
QUINCY
RANDOLPH
REVERE
SALEM
SOMERVILLE
SPRINGFIELD
TAUNTON
WAREHAM
WEBSTER
WEST SPRINGFIELD
WEYMOUTH
WORCESTER
YARMOUTH

